



Banking Accountant 1

Tennessee Department of Treasury

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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$60 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

This position is under the supervision of the Manager for Bank Accounting. This position is responsible for performing accounting, reconciliation, and research of multiple state depository accounts.

Key Responsibilities:

- Upload BAI2 files from the depository banks into the State's banking application.
- Using the State's banking applications, reconcile bank account activity against the State's general ledger.
- Identify reconciling items and gather information from financial institutions and the depositing state agency to resolve them.
- Update and maintain depository account statement and research documentation.
- Update the State's cash management system in preparation for depository draw downs.
- Reconcile daily state ICL deposits, research and resolved issues.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a major in accounting.
- A CPA license or
- Completion of the required education hours to sit for the CPA exam and obtaining a CPA license within a reasonable time is required.
- Candidates must be proficient in Microsoft Excel.

Preferred Qualifications:

- A thorough understanding of advance functions such as VBA/macros, indexing, arrays, and data tables.
- Experience with Oracle ERP and/or Sage General Ledger software.

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